



# Project Specialist

## Job Summary

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The Project Specialist has overall responsibility for the planning, design, and implementation of the training programs, and the daily management of all aspects of a USAID-funded teacher-training project. The Project Specialist is based in Manila, but the project activities benefit teachers from Mindanao. The Project Specialist is responsible for establishing and maintaining strong relationships with the project's implementing partners, including all levels of the Department of Education and the donor organization USAID. S/he coordinates the responsibilities of the project's Administrative Coordinator and reports to the Director of Programming and Training.

## Responsibilities:

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- Designs, plans, and manages the implementation of all project training programs, including the identification and training of American and Filipino co-facilitators to facilitate the training events.
- Plans and organizes all project meetings, conferences, seminars, and workshops.
- Designs, plans, and implements the monitoring and evaluation of the project's training programs, including collecting participant performance data, and the recruitment and oversight of an external organization to conduct an impact study.
- Travels to attend project events and meetings throughout the Philippines, including the project's target areas of Mindanao.
- Develops and continuously expands Peace Corps Philippines' network of professional contacts related to the project topic areas.
- Leads the consultations and preparation of a proposal for the project's extension at the end of the current agreement.
- Oversees the efficient planning and implementation of logistics in support of project activities.
- Prepares, in English, a highly professional level of documentation including proposals, project reports, project assessments, business communications, and other narrative texts.
- Prepares, implements, and monitors budgets.
- Undertakes other projects and actions in support of the Peace Corps Philippines program.

## Requirements:

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- At least 3 years experience in project planning, coordination, and management with increasing responsibilities. Experience working on a USAID or a government-funded Education project a plus.
- Bachelor's degree required, preferably in education, linguistics, ESL, or social sciences. Graduate degree strongly preferred in education, management, or related field.
- Training in adult and childhood educational theory and practice, educational administration, and systematic data collection and analysis.

- Knowledge of current education and youth-related issues facing the Philippines, and particularly conflict-affected areas of Mindanao. Thorough awareness of and sensitivity to Mindanao cultures, including Muslim and IP cultures, practices, and current social issues in Mindanao.
- Ability to communicate successfully (correctly and concisely), both in spoken and written English and Tagalog across multiple levels of contacts. Ability to speak any of the major languages of Mindanao a plus.
- Ability to maintain high levels of professionalism and confidentiality.
- Ability to both receive and give feedback, to work independently and as part of a team.
- Skilled in networking, public speaking, and public relations. An established professional network within the education sector of the Philippines a plus.
- High level ability in research and data assessment.
- Advanced skills in the use of MS Office (Word, Excel, PowerPoint, and Outlook) and the internet. Familiarity with data management software a plus.
- Willingness to travel throughout the Philippines, and especially the project's target areas of Mindanao, up to 40% of time.
- Experience in English teaching, TESL, English teacher training strongly preferred.
- Experience in school administration a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives is strongly preferred.
- 1 contractual position available, full-time based

### **Salary:**

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PhP557,529.00/annum (starting salary), can be negotiated commensurate with experience and salary history.

### **Benefits:**

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Medical Insurance, Life Insurance, Retirement Plan, Mid-Year and Annual Bonuses, and Paid PH and US Holidays.

### **How to Apply:**

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Interested applicants for this position are **required** to submit the following for consideration of the application:

1. A cover letter stating why you are qualified for this position and specifically addressing the following points:
  - a. Your experience in project design and management, training design and implementation, and any relevant experience with USAID- or other IO-funded projects.
  - b. Your technical expertise in education issues, particularly with regards to conflict-affected or fragile environments.
  - c. Your ability to design language training programs for teachers.
  - d. Your analytical ability to monitor and evaluate projects.
2. A current resume or curriculum vitae with a recent picture
3. Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Submit application to ([vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov))

**Closing Date for This Position: January 29, 2011**

Please take note that we will only contact shortlisted candidates.